



General Fund

Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Contracting Office

Last Updated 8/4/16



ASA (FM&C)



Contracts for SUS

- **Need listing of upcoming awards with assigned COR/acceptors**
- **Requirements for SUS consideration:**
 - Current Pay Office HQ0490 (GFEBS)
 - No GFEBS PO history
 - New contract award or call off / task order
 - If new option year on C/F/P instrument, the previous year CLIN(s) must be fully invoiced
 - Contracts where multiple invoices are expected
 - Firm Fixed Price (FFP) or Indefinite Delivery/Indefinite Quantity (IDIQ)
 - GFEBS PO matches award since PO data used by SUS vendor for invoicing
 - GFEBS PO updated to be SUS relevant
- **Other contracts with specific requirements to remain in WAWF:**
 - MOCAS, construction, progress pay, RFID, IUID, GFE
- **Contractor must have DUNS number assigned**
- **Acceptor/COR must have GFEBS access**
 - Training Requirements:
 - » Initial access estimate is 20 hours
 - » GR Processor role estimate is 2.5 hours

Timing for MOD to Convert to SUS

General Fund
Enterprise Business System
(GFEBS)

- **New Award**
 - After confirmation vendor master updated and COR/acceptor provisioned in GFEBS
- **New Delivery Order/Task Order (DO/TO) or Call Off**
 - **Instrument types**
 - A – Blanket
 - D – Delivery
 - **Multiple payment clause 52.232.37 required in base contract**
 - **Pay Office HQ0678 (GFEBS SUS) added to new DO/TO or Call Off immediately**
- **New Option Year**
 - **Instrument types**
 - C – Contract
 - F/P – Purchase Order
 - **Old CLIN(s) must be fully invoiced before MOD to Pay Office HQ0678**
 - New Pay Office effective on date of modification signature

DFARS Class Deviation to use SUS

As of 17 Nov, 2015, Army contracting officers at locations below may use the solicitation and contract clauses provided for SUS in lieu of the clauses for WAWF (DFARS 252.232-7003 and 252.232-7006) for:

- New awards, new option year, call off or delivery order/task order
- Currently paid through GFEBS (HQ0490)

Excludes contracts that:

- Are administered by DCMA;
- Are for construction;
- Provide Gov't Furnished Property;
- Contain RFID or IUID requirements;
- Include progress payments; or
- Provide

ACTIVITY	DODAAC
US Army Medical Command (MEDCOM)	
Regional Health Contracting Office - Central (Provisional) San Antonio, TX	W81K00
Health Readiness Contracting Office, San Antonio, TX	W81K04
Medical Research Acquisition Activity, Frederick, MD	W81XWH
US Army Contracting Command (ACC) Mission and Installation Contracting Office (MICC)	
412th Contracting Support Brigade - Ft. Jackson, SC	W9124C W912C6
412th Contracting Support Brigade - Ft. Knox, KY	W9124D
418th Contracting Support Brigade - Ft. Carson, CO	W911RZ
418th Contracting Support Brigade - Ft. Hood, TX	W91151
418th Contracting Support Brigade - Ft. Bliss, TX	W911SG
419th Contracting Support Brigade - Ft. Stewart, GA	W9124M
419th Contracting Support Brigade - Ft. Bragg, NC	W91247

Class Deviation Clauses

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports.

...

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when -

...

- 5) Submitting payment requests and receiving reports to the Supplier Self-Services (SUS) system accessible via the Wide Area Workflow (WAWF) website as an authorized participant in the vendor portal invoicing pilot program.

252.232-7006 Wide Area Workflow (WAWF) Payment Instructions.

...

(b) Electronic invoicing. As authorized by the clause 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (DEVIATION 2016-AXXXX)(NOV 2015) -

- 6) The WAWF system shall be used to electronically process vendor payment requests and receiving reports, in accordance with paragraph (c) of this clause; or
- 7) The General Fund Business Enterprise System (GFEBS) Supplier Self-Services (SUS) system shall be used, in accordance with paragraph (d) of this clause, if the Contractor is an authorized participant in the GFEBS SUS invoicing pilot program.

...

d) GFEBS SUS.

- 1) Access.
- 2) Training.
- 3) Payment Instructions.
- 4) Manual transmission.

Sample Local Clause (Previously Used)

SECTION H - CONTRACT ADMINISTRATION DATA

SUS - GFEBS, ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (OCT 2015)

The contactor shall submit payment requests using the following method as voluntarily agreed to by the contractor, the contracting officer, the contract administration office, and the payment office during the pilot: General Fund Enterprise Business System (GFEBS) Supplier Self-Services (SUS)

SUS allows selected Army contractors to utilize contract obligation data to submit and track receipt, acceptance and payment documents electronically.

The contractor shall submit receiving report data (Advance Shipment Notice (ASN) or Service Confirmation) and payment requests via the GFEBS-SUS system, which is accessed through the Wide Area Workflow (WAWF) system. The GFEBS-SUS application allows Army vendors participating in the pilot effort to submit and track invoices and receipt/acceptance documents electronically. Vendors electing to use GFEBS-SUS shall (i) provide a POC and e-mail address to the contracting officer and (ii) ensure an electronic business point of contact (POC) is designated in the System for Award Management (SAM) site at <http://www.sam.gov> within ten (10) calendar days after award of this contract/order.

Questions concerning payments should be directed to _____, XXX-XXX-XXXX.

Please have your purchase order/contract number ready when calling about payments. You can easily access payment and receipt information using the GFEBS-SUS system. Please follow the instructions below for accessing GFEBS-SUS:

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through the GFEBS-Supplier Self-Service (SUS) system, which is accessed through WAWF:

(1) The vendor shall have their cage code activated by self-registering at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>.

(2) Upon receipt of this contract modification, vendor shall log into the WAWF website: <https://wawf.eb.mil>

(3) Vendor shall enter WAWF username and password to log into the WAWF OneStop system

(4) Vendor shall select "iRapt" and then "Vendor" option menu

(5) Vendor shall select "Create Document" option from sub-menu

(a) The Create New Document page is displayed

(6) Vendor shall enter Contract Number and Delivery Order Number (if required) in the appropriate fields if not pre-populated

(7) Vendor shall select their appropriate CAGE code from the drop-down menu and then click "Next" button


(8) A Pay DoDAAC field is displayed. Vendor shall confirm or enter appropriate Pay DoDAAC HQ0678 as provided by contracting officer that is specific to the GFEBS-SUS pilot and click the "Next" button

(9) Vendor will be asked to approve re-direct to the GFEBS-SUS system. Vendor shall agree to be re-directed. Vendor must accept DoD consent screen and then will be in the GFEBS-SUS system where receiving reports (or service confirmations) and invoices can be submitted, and status of invoice can be tracked.

(10) Vendor shall review and acknowledge the Purchase Order the first time vendor enters the GFEBS-SUS system. If the GFEBS-SUS Purchase Order is different from the awarded contract, vendor should contact contracting officer for correction. Once Purchase Order is


GFEBS PO Replicated to SUS


Near-real time PO data available to the vendor to

Supplier Self-Services [Home](#) | [Find](#) | [Help](#) | [FAQ](#) | [Log off](#) 

[Find Supplier](#) > [List of Suppliers](#) > [Start Page](#) > [List of Purchase Orders](#) > [Display Purchase Order](#)

Purchase Order: 4550000600

Communication and Collaboration 

General Information 

Basic Data

Purchase Order ID: 4550000600

Number: 1000001190

Name: W37HES16C0324

Date: 08/01/2016

Status: New

Follow-On Documents:

1 2 3 4


Purchase Order Response Shipping Notif. Goods Receipt Invoice

Terms of Payment


Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Item Overview 

Number	CLIN	SLIN	ACRN	Status	Product	Short Text	PO Quantity	Purchase Order V...	Confirmed Quantity	Required on	Confirmed for
10	0001	AA	AB	In Process		Knee Pads	4,000 each	4,000.00 USD	0 each	09/19/2016	
20	0002	AB	AB	In Process		Elbow Pads	3,000 each	1,500.00 USD	0 each	09/19/2016	
30	0003	AC	AB	In Process		Helmet Covers	1,000 each	2,000.00 USD	0 each	09/19/2016	
Net Value (Unconfirmed Items)										7,500.00 USD	
Net Value (Confirmed Items)										0.00 USD	
Net Value (Total of all Items)										7,500.00 USD	

Partner Information 

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH R...		23604-5000	FORT EUSTIS			

Back-up

SUS Vendor Documents - Quantity

Advance Ship Notice (ASN) for Quantity

Based

Display Document Flow Print Download

Basic Data

Shipping Notif. 3000000405

Document Name W9124C11C0017

Document Date 02/28/2014

Status Sent

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Purchase Order No.	Order Item
10	2001				MUSICIANS	1 Months	4502001358	170
20	2002				ROMAN CATHOLIC PRIEST	1 Months	4502001358	180
30	2003				CATHOLIC RELIGIOUS EDUCATOR	1 Months	4502001358	190
40	2004				JEWISH RABBI	1 Months	4502001358	200
50	2005				IMAM	1 Months	4502001358	210

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	263	United States Army							
Ship-To Address	263	Fort Jackson	Fort Jackson		29207	Columbia			

ASN linked to invoice

Vendor Invoice

Invoice 4BC081030

Status Document Sent

Status (New) Accepted by Customer

Description W9124C11C0017

Document Date 02/28/2014

External Reference 4502001358

Unplanned Delivery Costs 0.00 USD

Products and Services

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.	Purchase Order Item
10	2001			Material		MUSICIANS	1 Months	7,701.79 USD	Tax Exempt	4502001358	170
20	2002			Material		ROMAN CATHOLIC PRIEST	1 Months	579.43 USD	Tax Exempt	4502001358	180
30	2003			Material		CATHOLIC RELIGIOUS EDUCATOR	1 Months	874.00 USD	Tax Exempt	4502001358	190
40	2004			Material		JEWISH RABBI	1 Months	1,487.28 USD	Tax Exempt	4502001358	200
50	2005			Material		IMAM	1 Months	1,276.57 USD	Tax Exempt	4502001358	210

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	263	United States Army							
Ship-To Address	263	Fort Jackson	Fort Jackson		29207	Columbia			

Payment Status

Date	Invoiced Amount	Paid Amount	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
02/28/2014	11,919.07 USD	11,919.07 USD	6101268540	SUBMITTED				

Check Payment Status

GFEBS PO History

ASN
linked to
GR in
GFEBS

Item [210] IMAM

Acceptance Period Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery Address

Basic List

Short T...	M...	Material	Document	Item	Entry Date	Posting Date	Quantity	O...	Amount in LC	Reference	Amount	Company Co...	M
WE	101	5001089711		5	03/03/2014	03/03/2014	1	MO	1,276.57	3000000405	1,276.57	ARMY	
WE	101	5001046024		5	02/04/2014	02/04/2014	1	MO	1,276.57	3000000387	1,276.57	ARMY	
WE	101	500099882		5	01/06/2014	01/06/2014	1	MO	1,276.57	4BC08/1028	1,276.57	ARMY	
WE	101	5000978292		5	12/16/2013	12/16/2013	1	MO	1,276.57	3000000328	1,276.57	ARMY	
WE	101	5000927131		5	11/07/2013	11/07/2013	1	MO	1,276.57	3000000311	1,276.57	ARMY	
Tr./Ev. Goods receipt							5	MO	6,382.85		6,382.85		
RE-L		5101268540		5	02/28/2014	02/28/2014	1	MO	1,276.57		1,276.57	ARMY	
RE-L		5101023129		5	02/03/2014	02/03/2014	1	MO	1,276.57		1,276.57	ARMY	
RE-L		5100776230		5	01/03/2014	01/03/2014	1	MO	1,276.57		1,276.57	ARMY	
RE-L		5100776018		5	01/03/2014	01/03/2014	1	MO	1,276.57		1,276.57	ARMY	

Invoice
successfull
y posted
against
obligation
in GFEBS
and
free to pay

Quantity vs. Value Based PO Items

- **SPS to GFEBS interface updated to now create PO item as Service (Value-Based) if PSC is alpha-numeric (excluding “Q”) - sets:**
 - Item category to “D”
 - Item Order quantity to “1” and Order Unit of Measure to “AU” (Activity Unit)
 - Item Net Price is total obligated amount and Order Price Unit to “AU”
 - Limits tab populated with obligated amount
- **GFEBS PO used by SUS vendor, so PO must match the award**
 - Review of Quantity-based vs. Value-based to determine how to setup PR and PO:
 - Ask – How will vendor invoice?
 - Exact same amount per EA, MO, etc. = Quantity based
 - Varying amount based on number of days, weight, etc. = Service based
- **If Vendor will invoice quantity:**
 - Award as quantity-based
 - If PSC is alpha-numeric (excluding “Q”) either:
 - Create/update PO to match award since SPS interface creates as value based
 - or
 - Add quantity items to Services tab
- **If Vendor will invoice value or varying amount:**

SUS Vendor Documents - Value/Service

Service Confirmation for Value Based

SAP SRM Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Invoices > Display Invoice > Display Document Flow > Display Confirmation

Display Confirmation

Display Document Flow Print Download

Confirmation linked to

Basic Data

Confirmation: 4000011833

*Document Name: W9124C14C0005

Document Date: 09/03/2015

Purchase Order No.: 4507593514

Service Agent Name: Smith

Service Location: Building 1000, #1

Status: Accepted by Customer

Item Overview

Number	CLIN	Product	Product Type	Line Type	Description	Quantity
1	1002		AD	Accepted	CLIN 1002- Elevator Emergency Repairs	Activ.unit
1.1	1002	Service AD	Standard Line	Accepted	CLIN 1002	336.000 Activ.unit

Page 1 of 1

Vendor Invoice

SAP SRM Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Invoices > Display Invoice

Display Invoice

Set Status Display Document Flow Print Download

Basic Data

Invoice: 0L524-123522

Status: Document Sent

Status (New): Accepted by Customer

Description: W9124C14C0005

Document Date: 09/03/2015

External Reference: 4507593514

Unplanned Delivery Costs: 0.00 USD

Products and Services

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Net Value
10	1002		AD			CLIN 1002- Elevator Emergency Repairs	1.000 Activ.unit	336.00 USD

Page 1 of 1

GFEBS PO History

Confirmation linked to GR in GFEBS

Item [50] CLIN 1002- Elevator Emergency R

MvT	Material Document	Item	Quantity	Amount in LC	Amount Crcy	L.cur	Time of Entry	Reference
101	5002060375	1		336.00	336.00 USD	USD	09:46:02	4000011833
101	5002060374	1		336.00	336.00 USD	USD	09:45:39	4000011832
101	5002029860	1		336.00	336.00 USD	USD	15:33:51	4000011817
101	5002029749	1		336.00	336.00 USD	USD	15:33:34	4000011818
Tr/E				1,344.00	1,344.00 USD	USD		
	5103247612	1		336.00	336.00 USD	USD	10:37:20	4000011833
	5103247611	1		336.00	336.00 USD	USD	10:37:06	4000011832

Invoice successfully posted against obligation in GFEBS and free to pay